

ILLEGIB

CODIB-D-111/1.5  
7 August 1964

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Biographic Task Team - V

Attached for information is a rough draft from [REDACTED] of CIA,  
distributed as a possible basis for a task statement to be submitted to  
CODIB when the Team Chairman and members have been designated.

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[REDACTED]  
Secretary

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GROUP I  
Excluded from automatic  
downgrading and  
declassification

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Suggested Terms of Reference

A. Fact Finding

1. Identify those large (over 1 million cards) biographic indices in the Too large  
Government which are <sup>regularly</sup> consulted by intelligence agencies ~~in the National Agency~~  
~~Check procedure~~ for their security or counter-intelligence content.
- 2. Identify those large indices <sup>regularly</sup> consulted by intelligence agencies for their  
foreign (positive) intelligence content.
3. Establish the following facts concerning each:
  - a. size: number of cards, <sup>Type of card.</sup> ~~number of names~~, single or multiple  
reference, <sup>emphasis on</sup>
  - b. types of personalities covered: <sup>of percentage of foreign persons domestic</sup> ~~foreign, domestic~~, scientists,  
<sup>maintain</sup> military, political, Communist Party, foreign intelligence services,  
agents, etc.
  - c. number of names searched daily. Percentage of positive and  
negative responses. <sup>Depth of search on name variant.</sup>
  - d. Major users of indexes <sup>and percentage of requests from each.</sup>
  - e. Methods of communicating responses: forms, memoranda, teletype,  
transceiver, data phone, etc.
  - f. <sup>Identifying data in comp. w/ name manually included on</sup> ~~Identifying data in comp. w/ name manually included on~~

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*current*  
4. Requirement for submission of reports.

4. Plans for mechanization (storage and search in a computer system)

B. Review

1. Examine costs, methodology and prospects for indices now undergoing mechanization.

2. Identify basic problems to be faced and policy decisions to be reached by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatibility is required or highly desirable in the ~~national~~<sup>name</sup> agency check system to obtain ~~maximum~~<sup>optimum</sup> speed, quality and economy in automating query and response.

C. Recommendations

Formulate recommendations for CODIB and USIB approval outlining policy objectives for the community, with generalized projections of cost, manpower and time required to meet these objectives. Include ~~some~~ specific guidelines for agencies to follow in systems planning and development.

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